



The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK

350 New Campus Drive, Brockport, New York 14420

www.brockport.edu/graduate

Phone: (585) 395-5465

E-mail: gradadmit@brockport.edu

Fax: (585) 395-2515

Admissions Information and Application Instructions

DEPARTMENT OF EDUCATIONAL ADMINISTRATION

The College at Brockport utilizes an online application for graduate admission. Please read the application instructions below and utilize the checklist as a guide for submitting **Part I** and **Part II**. Before submitting an application to the Educational Administration graduate programs, you must first contact Julie Hunt (Jhunt@brockport.edu, (585) 395-2661) or Ms. Carol Godsave (cgodsave@brockport.edu, (585) 395-5512) for consultation.

Degrees offered: Certificate of Advanced Study
Specialization/Emphasis: School Building Leader/School District Leader, CAS
School District Business Leader, CAS

Department Contact: Ms. Carol Godsave
cgodsave@brockport.edu
(585) 395-5512

The Graduate School: gradadmit@brockport.edu
(585) 395-2525

APPLICATION DEADLINE: April 15 for summer admission
July 15 for fall admission
November 15 for spring admission

Please note: Applications received after the published deadlines will be reviewed on a space available basis.

PART I

- ☐ Complete and submit the online application along with the non-refundable fee (Visa, Mastercard, or Discover only) at www.brockport.edu/graduate/apps.

PART II (Please be sure you have completed Part I, before submitting Part II)

We strongly suggest that you submit all items at once to ensure timely review of your application. Please collect all required documents as requested below and mail to:

The College at Brockport
The Graduate School - Morgan Hall
350 New Campus Dr.
Brockport, NY 14420

- ☐ One **official** transcript from **each and every** college or university you have ever attended in a **sealed** envelope, even if you did not earn a degree there, regardless of perceived relevance of the course work to your current career goals, or the length of time that has passed since you attended. (Transcripts must also be obtained from each and every college or university ever attended regardless of whether or not credits earned were later transferred elsewhere. Each institution must send the transcript directly **to you**. For your convenience, we have included *Transcript Request Forms* for you to use. Please feel free to duplicate these forms if more are needed. Submit the unopened transcript(s) with Part II of your application materials. (Please note: The College at Brockport graduates are not required to submit transcripts of their work at The College at Brockport. In addition, if you were already admitted to The College at Brockport as a non-degree student, you do not need to resubmit the transcript(s) you already provided as part of that process.)

FOR EDUCATIONAL ADMINISTRATION (EDA) APPLICANTS ONLY:

(NOT REQUIRED FOR SCHOOL BUSINESS ADMINISTRATION (SBA) APPLICANTS)

- ☐ One opened letter of recommendation on school district stationery from a building principal (assistant principal is NOT acceptable), an assistant superintendent, or a superintendent that addresses all of the bulleted items on the included Recommendation Form.
- ☐ One opened letter of sponsorship on school district stationery from a building principal (assistant principal is NOT acceptable), an assistant superintendent, or a superintendent stating that he/she agrees to act as your mentor (can be same administrator as above and can be contained in above letter or can be a different administrator and a separate letter).

FOR INTERNATIONAL APPLICANTS:

- ☐ Official or true certified copies of all post-secondary academic records (transcripts, examination scores, mark sheets, etc.) in both English and the original language.
- ☐ Official or true certified copies of your diploma, degree, or certification, in both English and the original language.
- ☐ International applicants whose native language is not English must submit scores on the Test of English as a Foreign Language (*TOEFL; College code 2537*) or the IELTS. A minimum score of 550 on the paper-based version, a minimum score of 213 on the computerized version or a minimum score of 79-80 on the TOEFL iBT version is required. The IELTS minimum score is 6.5.
- ☐ An original bank statement in the student's name or that of the student's sponsor showing a current balance of at least the total cost of attendance. If the student has a sponsor, a letter, signed and dated by the sponsor, is required. It must include the amount (in US dollars) that will be put toward the student's educational expenses. Photocopies will not be accepted.

We look forward receiving your application and working with you. If you have additional questions, please feel free to contact our office by email: gradadmit@brockport.edu or by phone at (585) 395-2525.



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Application for Graduate Admission

RECOMMENDATION FORM DEPARTMENT OF EDUCATIONAL ADMINISTRATION

Notice to the Applicant: Please complete the section below and forward this form to the individual who will serve as your reference. You should also provide a stamped, self-addressed envelope so that the reference is returned directly to you. When you receive the completed reference, include it as part of your application.

This is only required for School Building Leader/School District Leader applicants.

Name of Applicant: _____
Last First Middle Initial

Name of Reference (please print) Phone Number Occupation

Reference must be one of the following: ☐ Building Principal ☐ Assistant Superintendent ☐ Superintendent

NOTICE TO THE RECOMMENDER:

Applicant named above has selected you as a reference. Your candid assessment of the applicant will greatly assist The College at Brockport in determining whether or not the applicant should be admitted for graduate study. Graduate education is a demanding pursuit and our program is interested in admitting students who are ready for this challenge and are likely to succeed in it. Your reference is factored heavily into the admissions decision. The more complete and detailed you can be in your assessment, the greater value your reference will hold for the applicant.

Our application process is self-managed, meaning the applicant must turn in a completed application package containing all required materials. After completing this recommendation form, please **return it to the applicant**. The applicant will then forward it to the Office of Graduate Admissions as part of the completed application. DO NOT send the reference to the College as it will be returned to you and delay the applicant in returning a completed packet. **Please note, since this recommendation is opened, the applicant will have access to your assessment.**

The College at Brockport Office of Graduate Admissions thanks you for taking time to complete this reference form.

Assessment: (Please attach)

A letter on school district stationery containing an assessment of whether the applicant:

- has completed at least one year of full-time experience as a teacher or certified pupil personnel services worker (school counselor, school psychologist) in an elementary or secondary school (long-term substitute work is acceptable; per diem substitute work is not);
- is an outstanding teacher or pupil personnel services worker;
- has **excellent** oral and written communication skills;
- has **leadership** potential; and
- has district support and will receive opportunities for increased responsibilities in leadership roles (e.g., chairing a committee, planning activities, making formal oral presentations).

A letter on school district stationery indicating willingness to act as a mentor to the applicant (can be contained in above letter or can be a different administrator and a separate letter).

Signature of Recommender

Date